



Minutes for CCAC Meeting

Date of Meeting: July 18, 2007
Name of Committee: CITY CENTER ADVISORY COMMISSION
Location: Permit Center, just outside of CR-1, 13125 SW Hall Blvd, Tigard
Minutes taken by: Doreen Laughlin, Administrative Specialist II
Called to order by: Chairman Carl Switzer
Time Started: 6:35 pm
Time Ended: 8:45 pm
Commissioners Present: Carolyn Barkley; Vice Chair Alexander Craghead; Ralph Hughes; Chairman Carl Switzer; Lily Lilly; Roger Potthoff; Alice Ellis Gaut
Commissioners Absent: Suzanne Gallagher

Others Present: None.

Staff Present: Phil Nachbar, Downtown Redevelopment Manager; Sean Farrelly, Long Range Planner; Doreen Laughlin, City Admin Specialist II

Agenda Item #1: Welcome and Introductions

Important Discussion and/or Comments: No introductions were needed as only Commissioners and Staff were present.

Action Items (Follow-Up or Votes): None

Agenda Item #2: Review/Approve Minutes

Important Discussion and/or Comments: Chairman Switzer asked to amend the minutes on page six to add, for purposes of clarification, the words "by existing staff" to bullet one - after the word "achieved." Therefore, the amended sentence would read, "It is not likely both goals can be successfully achieved *by existing staff* considering the developing workload for Downtown."

It was moved and seconded to approve the June 13 minutes as amended for the CCAC regular meeting.

Action Items (Follow-Up or Votes): A vote was taken and the 6/13/07 amended minutes were unanimously approved, with Commissioner Lilly abstaining. Commissioners Potthoff and Ellis Gaut did not vote, as they arrived a bit later in the evening.

Agenda Item #3: Planning Subcommittee on Land-Use & Design Guidelines –
Report by Sean Farrelly

Important Discussion and/or Comments: Long Range Planner, Sean Farrelly, referenced a memo regarding the joint City Center Advisory Commission/Planning Commission subcommittee recommendations for Downtown Design Regulation, dated 6-26-07 (Exhibit A). He expounded on the agreed upon recommendations from the subcommittee which he would like the CCAC to endorse. He will present the subcommittee's recommendations to the City Council on August 14. He said Phase II of the process would involve another joint sub-committee of the Planning Commission and CCAC. This committee would not necessarily be made up of the same members as before, unless they so desire. It appeared that both subcommittee members from the CCAC would be willing to stay on for Phase II.

Farrelly noted if Council confirms they are on-board with this, they'd go ahead with the Phase II subcommittee. He also noted a possible problem might be the Planning Commission's time commitment, and whether they are willing to make such a commitment. There was discussion as to making sure form-based code is emphasized and there was quite a bit of discussion as to the formation of an architectural review board.

Action Items (Follow-Up or Votes): Chair Switzer made the following motion:

"I move we adopt the memo, as written, and request that the CCAC comments are forwarded to Council. That an architectural review board is employed for the discretionary track projects and, pending the CCAC's review of code development for the clear and objective track, an architectural review board may also be recommended."

The motion was seconded and passed unanimously.

There was a second motion. Commissioner Potthoff made this motion:

"In regard to the 'clear and objective track' - that in the development of the building design code, the City employ a form-based design code specialist to assist in the formulation of that code. And that the City also takes steps to ensure that City staff is properly trained in the understanding and application of form-based design codes to meet the clear and objective standard."

The motion was seconded, voted on, and passed unanimously.

Agenda Item #4: Plaza Location Study – Overview of Options

Phil Nachbar said he felt the CCAC should weigh in and attend the next Fanno Creek Steering Committee meeting to hear what they are recommending. The steering committee is meeting on August 8 at the Community Room in the Tigard Public Library at 6:30pm. This date would normally be the regular meeting date for the CCAC (2nd Wednesday of each month). The recommendation will go to Council on August 28. Nachbar recommended moving the normal CCAC meeting date for August 8 to August 22. This way, the CCAC will have already had time to hear what the steering committee had to say, and comment or make recommendations before it actually goes to Council on the 28th. They all agreed to meet on August 22, and would try to attend the August 8 Steering Committee meeting.

At this point, Nachbar talked about the initial six possible sites for the Plaza. He said two of those sites had been eliminated. He put boards up that the consultants, Walker Macy, came up with showing the four possible good locations (Exhibit B). He gave the pluses and minuses of each one. There was much discussion about these sites and the commissioners were very impressed with Walker Macy's work. Nachbar explained that this presentation was for discussion only, and that the Commission should wait until they had heard more discussion, and had time to digest the information. He mentioned that the Commission would have ample time to make recommendations at their August 22nd meeting date, and present it to Council at the August 28th Public Hearing with Council. They all agreed that perhaps a hybrid of a couple of these ideas would be nice. Most of the commissioners appeared to like Schemes 1 and 5. Among other things, they liked the "green corridor" idea with the green, sustainable feel.

Chair Switzer said he did not want to make a hasty decision on this. He said this is a very important decision and this plaza would be around for a very long time. What they decide now will be what Tigard is pretty much "stuck with" so he wants to be sure to take the time needed to help make a good decision regarding this. Nachbar noted there are a number of factors coming together, i.e. cooperative property owners, good sites, political will, etc. and that this is a good opportunity to move forward and he hopes to avoid getting "stuck" in things. He agreed, however, that a hasty decision should not be made. He suggested again that the CCAC attend the steering committee meeting on August 8 and if they have any thoughts that would perhaps represent their ideas differently from what's been presented, they bring those ideas to the meeting.

Action Items (Follow-Up or Votes): There were no motions. This agenda item was for discussion only.

Agenda Item #5: Recognition of Contributions to Downtown

Important Discussion and/or Comments: It was agreed that in the interest of time, this agenda item be deferred to the next meeting.

Action Items (Follow-Up or Votes): None.

Agenda Item #6: Main Street Demonstration Project

Important Discussion and/or Comments: This agenda item was also deferred to the next meeting.

Action Items (Follow-Up or Votes): None.

Agenda Item #7: Public Comment Period


Important Discussion and/or Comments: No one from the public was present, so this agenda item was not necessary.

Agenda Item #8: Other Business/Announcements

Important Discussion and/or Comments: Nachbar reminded the CCAC that the next meeting will be August 22nd rather than August 8th and reiterated that he hopes the CCAC will attend the August 8th Fanno Creek Steering Committee meeting.

Commissioner Potthoff asked what the protocol is for placing something on the CCAC agenda. Chair Switzer informed them that Phil Nachbar always runs the agenda by him for his input before posting it. He added that Nachbar is always open to suggestions, changes, or additions to the agenda. Switzer said the protocol for adding to the agenda is to send agenda recommendations to him (Chair Switzer) and, depending on the time needed for previously scheduled agenda items, they would either fit the new items in, or defer them to a later date.

Action Items (Follow-Up or Votes): Chair Switzer adjourned the meeting at 8:45pm.


Doreen Laughlin, City Admin. Specialist II

ATTEST: 
Chairman Carl Switzer